

CITY OF ST. LOUIS
REQUEST FOR SUBSTITUTION / REQUEST FOR ADDITION CHANGE FORM

Project Name:

Contract #/Letting #:

Name of Prime Contractor:

Total Contract Amount:

Whenever additional contract supplements, extra work orders, or change orders are made that individually, or in the aggregate, increase the total dollar value of the original contract, the contractors shall make every effort to maintain the level of African American, Hispanic American, Asian American, Native American and Women business enterprise participation as established in the original contract. No contractor shall change any subcontractor list unless a substitution change form is submitted in writing and approved in writing by the St. Louis Lambert International Airport Business Diversity Development office.

1. Name of subcontractor/supplier being

Federal Tax ID #:

Contact Person Name & Phone Number:

Physical Address:

Certification Type:

Description of work:

Contract Amount \$:

2. Type of work performed and / or material supplied by subcontractor / supplier that is being replaced:

3. The reason the original subcontractor / supplier is being replaced:

4. Document the efforts made to replace or add an African American, Hispanic American, Asian American, Native American, and Woman business enterprises to perform the work / supply the required materials (please attach additional sheets if necessary):

Prime Contractor Representative's Name (print)

Prime Contractor Representative's Signature

Date